


REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL SERVICES

	REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES
RFQ Title: Flathead County Solid Waste District - Professional Engineering Services	
RFQ Response Due Date and Time: 8:30 am, Mountain Time / September 24, 2020	Issue Date: August 25, 2020
ISSUING AGENCY INFORMATION	
Flathead County Solid Waste District 4098 US Highway 93 North, Kalispell, MT 59901 Single Point of Contact (SPOC): David Prunty - (406) 758-5910, dprunty@flathead.mt.gov Website: http://flathead.mt.gov/commissioner/	
INSTRUCTIONS TO RESPONDENTS	
Return Sealed Envelopes to: Flathead County Solid Waste 4098 US Highway 93 North Kalispell, MT 59901	Mark Face of Envelope/Package with: <i>RFQ Response - Solid Waste Engineering Services</i>
Special Instructions:	
RESPONDENTS TO COMPLETE THE FOLLOWING	
Firm's or Individual's Name/Address:	<hr/> <div>(Name/Title)</div> <hr/> <div>(Signature)</div> <p>Print name and title and sign in ink. By submitting a response to this RFQ, offeror acknowledges an understanding of and willingness to comply with the RFQ specifications and requirements.</p>
Type of Entity (e.g., corporation, LLC, etc.)	Phone Number:
E-mail Address:	FAX Number:
PLEASE RETURN THIS COVER SHEET WITH RFQ RESPONSE	

REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL SERVICES

The Flathead County Solid Waste District is requesting Statement of Qualifications from subtitle D landfill rule compliance assurance professional engineering firms, qualified in the field of solid waste engineering and permitting, to provide general engineering services to the Flathead County Landfill/Solid Waste District pursuant to the requirements of Section 18-8-201 *et seq.*, M.C.A. Services needed include subtitle D compliance assurance, permitting, site development planning, strategic planning, fill sequence planning, soil management planning, groundwater and leachate management, gas collection system design and management, alternative final cap design, closure planning, post closure care, quality assurance services and waste diversion planning.

The selected firm will be expected to enter into a five (5) year contract. If an agreement satisfactory to the County cannot be reached, the position will be re-advertised.

RFQ Submittal Terms: The Single Point of Contact (SPOC) for this solicitation is:

David Prunty, Flathead County Public Works Director
4098 Highway 93 North, Kalispell, MT 59901
(406) 758-5910, dprunty@flathead.mt.gov

- Site Visit - A non-mandatory site visit is scheduled for all firms who wish to submit qualifications. The site visit is scheduled for Thursday, September 3, 2020 at 10 a.m. at the Flathead County Landfill Office located at the address above.
- Questions about this RFQ must be submitted via e-mail or in writing to the SPOC by 5:00 pm on **September 14, 2020**. No additional project questions will be addressed after this date. A response addendum listing all questions received and Flathead County's responses will be posted by 5:00 pm on **September 16, 2020** on the Flathead County webpage at: <http://flathead.mt.gov/commissioner/>
- **Proposals must be submitted to the SPOC no later than 8:30 am on September 24, 2020.**
- **Four (4) copies** of the RFQ response must be submitted and **one (1) electronic disk or USB copy**.
- Please label outside of response package envelope as: **RFQ Response- Solid Waste Engineering Services**

TARGET SCHEDULE OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Site Visit – Flathead County Landfill	10:00 am, September 3, 2020
Deadline for Receipt of Written Questions on RFQ	5:00 pm, September 14, 2020
RFQ Question Responses Posted on County Website	5:00 pm, September 16, 2020
RFQ Qualifications Due to Solid Waste Office	8:30 am, September 24, 2020
Intended Date for Contract Award	October 2020
Contract Term – 5 Years	January 1, 2021 thru December 31, 2025

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SITE DESCRIPTION

The Flathead Landfill in Flathead County, Montana, is an existing waste disposal facility. The landfill began operations in 1971 as an unlined trench fill operation. In 1993, Flathead County Solid Waste District (FCSWD) received a license from the Solid Waste Management Program of the (MDEQ) to operate a Subtitle D landfill. The landfill is operated by the FCSWD, the site owner, and is open to the public.

The Flathead Landfill is located within Flathead County, Montana, approximately seven miles north of the City of Kalispell on Highway 93 North at approximately Latitude N 45°18'53" and Longitude W 116°13'25".

The Flathead Landfill serves the greater Flathead County region including Kalispell, Whitefish, Evergreen, and Columbia Falls. Flathead County has a population of 103,806 according to the 2019 census report estimate.

The entire site area is approximately 275 acres. The entire area comprises the licensed existing Flathead Landfill.

The terrain at the landfill and surrounding vicinity consists of northwest – southeast trending drumlins composed of glacial till. Original ground surface elevations range from 3030 to 3170 feet above mean seal level (amsl). Currently developed portions of the site reach a maximum elevation of approximately 3210 feet amsl in the active landfill area.

SCOPE OF WORK

All tasks shall be accomplished in accordance with the required schedule and coordinated with the District. The Consultant shall perform the following services at the Flathead County Landfill:

COMPLIANCE ASSURANCE

The district is committed to complying with all regulatory requirements for the design, construction, operation and closure of the Flathead County Landfill. In order to assure compliance, the Consultant must become familiar with the physical, environmental, and political setting of the landfill. Additionally, the Consultant must be knowledgeable in regard to the various federal, state, and local licenses and permits required. The following list is provided for the Consultant's information, and may not be all inclusive.

- Local zoning
- County permits and ordinances
- State regulations
- MPDES permit
- Federal (Subtitle D) Regulations
- Air quality permits and requirements
- Protection of wetlands

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- Protection of threatened or endangered species

The Consultant will be responsible for maintaining District compliance with all applicable rules and regulations.

PERMITTING

The Consultant shall be responsible for procurement and maintenance of all required permits necessary for development, operation and closure of the landfill. These include, at a minimum:

- Montana DEQ Landfill License
- General Land Use Permit
- MPDES Permit
- Permits related to Lease Agreements for Container Sites
- Title V Air Quality Operating Permit

Additionally, the Consultant shall establish and maintain a tracking system to ensure that necessary permits are updated and renewed as required.

STRATEGIC PLANNING

A wide range of strategic planning issues may apply to the Flathead County Landfill. They may include, at a minimum, the following:

- Long term site development;
- Evaluation of alternative disposal methods and technologies;
- Feasibility studies related to siting, designing and operating:
 - Container site(s);
 - Transfer station(s);
 - Recycling facility(ies)
 - Landfill expansions or modifications, or;
 - Other types of waste handling facilities
- Alternative final uses for the landfill after closure
- Alternative sources of fuel production which may include:
 - Combustible fuel for co-generation facilities (i.e., wood waste, etc.)
 - Methane-derived fuel applications which may include:
 - Fuel for collection vehicles;
 - Boiler fuel
- Performance, or review, of financial or operational assessments related to:
 - Disposal fee structure
 - Rate reviews
 - Administrative or organizational structure of the District
 - Public Education / Perception
 - Equipment acquisition processes
- Adequacy of existing landfill buffer
- Options and recommendations for dealing with potential contaminant release(s)

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The Consultant shall – based on experience, training and research – be prepared to assist the District with these and/or other strategic planning issues that may be related to the operation of the Flathead County Landfill, container sites, recycling processes and other related activities.

SITE DEVELOPMENT PLANNING

The Consultant shall provide planning for all future site development which will include at a minimum:

- Design and excavation of future fill areas
- Liner and leachate collection system design
- Slope stability analysis
- Site life estimates
- Access road layout and design
- Hydrology calculations and surface water drainage system design
- Layout and design of waste diversion systems
- Development of an annual topographic map
- Calculation of annual volume consumption and effective density
- Container site design and/or improvements

The Consultant shall – based on experience, training and research – provide specific recommendations and guidance to ensure an efficient and cost-effective development of the Flathead County landfill. This may require the Consultant to conduct cost:benefit analyses, feasibility studies, or other relevant assessments. Additionally, the Consultant must be able to incorporate operational techniques or alternative technologies that can maximize the landfill's effective life.

FILL SEQUENCE PLANNING

The Consultant may be required to periodically prepare fill sequence plans. Fill sequence plans are intended to provide operational guidance to the landfill staff. Various types of fill sequence plans may be required including annual access plans, which provide short-term direction, or sequence plans that cover a somewhat longer duration (i.e., five year plan). The purpose of the fill sequence plans is to translate the overall site development plan into a more detailed short-term plan that the landfill staff can use. In order for these fill sequence plans to be most effectively utilized, they must include – at a minimum – the following information:

- Chronological phasing of fill areas
- Location and design of haul roads and waste vehicle access roads
- Design and location of drainage structures
- Minimum slope of interim fills to provide adequate drainage
- Volume calculations of individual fill stages
- Safe and efficient layout of all on-site traffic
- Specific direction on cell geometry and lift thickness
- Appropriate application of effective density in volume calculations

The fill sequence plans shall be developed in a format compatible with the latest version of AutoCAD.

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SOIL MANAGEMENT PLANNING

The Flathead County landfill has over 19,000,000 yd³ of remaining capacity. Developing this capacity will require the excavation transport and placement of several million cubic yards of soil. In order to minimize the unnecessary costs of double handling soil, and an effort to ensure that specific blocks of soil are utilized as efficiently and economically as possible, a Consultant will be required to prepare a soil management plan. Specifically, this soil management plan will include:

- An updated inventory of the location and quantity of all on-site soil
- A schedule of how specific phases of the excavation will be coordinated with the liner construction, filling and closure schedule
- An economic analysis of various soil excavation sequencing options based on haul routes, cycle times, payload, stockpiling requirements and other relevant factors.
- One option based on the current proposed sequencing of the landfill
- One option based on the potential of using an Evapotranspiration (ET) final cover design
- Specific recommendations for reducing soil use and on minimizing the overall cost of excavating, transporting and placing soil

A byproduct of the soil management plan will be a verification of the adequacy of the on-site soils to meet all of the landfill's daily, intermediate and final cover needs.

ENVIRONMENTAL MONITORING

The Consultant shall continue to monitor provide under the current routine program (or an alternative program as proposed by the Consultant and approved by the District). All Consultant personnel involved in monitoring and supporting field work shall be properly trained and shall have current certifications as required. At this time, the following types of monitoring are required:

- Landfill Gas (LFG) Monitoring
- Surface Water Monitoring

The Consultant shall perform the following services at the Flathead Landfill:

- Continue to monitor (or review) the LFG and surface water under the current routine program (or an alternative program as proposed by the Consultant and approved by the District) (Routine Services).
- If required, perform nonroutine tasks (Nonroutine Services).
- If required, recommend and implement an Evaluation Monitoring/Corrective Action/Other Program (Special Projects).

ROUTINE SERVICES

Under the Routine Services portion of the contract, the Consultant shall provide all monitoring, data evaluation, and reporting activities required to maintain compliance with applicable regulations. The Consultant shall base their response to this RFQ on the current programs implemented at the sites.

In addition to monitoring, data evaluation and report preparation, Consultant's responsibilities shall include, but not be limited to, the following tasks:

- Preparation for and attendance of meetings with District staff and regulatory agencies, as needed.

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- Preparation for and attendance of public meetings.
- Maintenance of dedicated sampling equipment.
- Types of tasks, in addition to regular monitoring and reporting, which will be included in the routine services.
- Review and compilation of historical data, preparation of tables, graphical summaries and/or maps for District's internal use as needed.
- Site inspections for operation and maintenance purposes in response to agency inspections or as requested by the District to assess equipment malfunctions, etc.

When responding to this RFQ, the Consultant shall clearly specify all tasks to be provided under this routine services portion of the contract. If the Consultant has recommendations for changes to the routine services portion of the contract, these changes should be included in the proposal.

NON-ROUTINE SERVICES

Non-routine services associated with this contract will be undertaken by the Consultant upon written authorization of the District using a Task Order prior to beginning the work.

Typical examples of non-routine tasks associated with this contract may include, but not be limited to, the following:

- Repair/replacement of dedicated sampling equipment.
- Repair/replacement of monitoring wells or probes.
- Preparation/signature of depositions for litigation and or acting as expert witness for litigation.
- Preparation for and attendance of meetings with regulatory agencies.
- Drilling borings/installing or abandoning groundwater or LFG monitoring wells/probes (including obtaining associated permit applications and reports).
- Repair/replacement of extraction well/pumping equipment.

When responding to this RFQ, the Consultant shall clearly identify any additional tasks that might properly be a part of this section.

SPECIAL PROJECTS

As with the non-routine services, special projects associated with this contract will be undertaken by the Consultant upon written authorization of the District using a Task Order prior to beginning the work.

Special projects include, but are not limited to, the following:

- Design/implementation of an evaluation monitoring program.
- Design/implementation of a corrective action program.
- Completion of an engineering feasibility study.
- Completion of a risk assessment.
- Development of a new program in response to orders issued by the local regulatory agencies.

In response to this RFQ, the Consultant shall provide recommendations for any of the above projects.

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LFG COLLECTION SYSTEM

The Flathead Landfill has a LFG system which includes:

- A series of wells connected to a perimeter header
- A pump station
- Electronic control systems
- An enclosed ground flare
- Landfill to Gas Energy Facility

At this time, Flathead Electric Cooperative owns and operates the gas collection and Landfill Gas to Energy (LFGTE) system.

The Consultant's responsibilities are for the design, reporting to DEQ and EPA twice a year, and review of operation and system expansion.

Design - the Consultant shall be responsible to review design requirements related to the LFG system. Design review may for the Consultant include design calculations, plans, reports and other information.

Permitting - The Consultant shall monitor the regulatory compliance for the existing landfill. This includes all reporting, revisions and updates required under the current permit(s).

Monitoring - The Consultant will need to perform monitoring services if needed. The results of all monitoring shall be summarized in a report and forwarded to the District and to the appropriate regulatory agency(ies) within the required timeline.

ALTERNATIVE FINAL COVER DESIGN

Portions of the landfill are at, or near final grade. In an effort to reduce costs, minimize leachate production rates and provide a final cap which requires minimal maintenance, the Consultant may be required to design an alternative final cover system. The district is currently considering an evapotranspiration (ET) landfill cover system. An ET cover system relies on the soil's ability to store water until it is either removed by transpiration (i.e. from plants) or evaporation.

The Montana Department of Environmental Quality (DEQ) has permitted ET systems for other landfills in Montana. The Consultant should plan to conduct a field demonstration project. Preliminary discussions with DEQ indicate that detailed monitoring results from a field demonstration project could reduce the amount of monitoring required in the actual final cover system.

Prior to designing an ET system for the landfill, the Consultant shall determine the feasibility of applying this type of cover system to the Flathead County landfill. This evaluation shall include:

- Quantitative comparison with other landfills in Montana that have successfully installed an ET cover system
- Preliminary discussion with the Montana DEQ
- Summary of anticipated pros and cons of an ET system
- Availability and suitability of on-site soils

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- Estimated construction costs
- Estimated long-term maintenance and repair costs
- Compatibility of ET cap and LFG collection/control system
- Recommendations on proposed modeling system for predicting performance of ET system

If it is determined that an ET system is feasible and cost-effective, the Consultant shall prepare a design that includes plans, specifications, bid documents, an engineer's cost estimate and quality assurance/quality control support. Historically, designers of ET cover systems in Montana have utilized the HELP model and HYDRUS 2-D.

If the district decides to install an ET cover system, the Consultant shall modify the landfill closure plan accordingly.

CLOSURE AND POST-CLOSURE

The Consultant may be required to revise and update the landfill's closure/post closure plan. This would be a comprehensive engineering document, specifically addressing closure/post-closure of the Flathead County Landfill North and South areas.

As previously described, the closure/post-closure plan may be based on an ET cover system.

The Consultant shall be responsible to submit the closure/post-closure plan to the Montana DEQ, along with any revisions necessary to obtain approval. This will include all components required by the DEQ.

The Consultant may be required to revise and update the landfill's financial assurance estimates for closure/post-closure funding, which may include the ET cover option. The Consultant shall also include operational recommendations that could reduce the net present cost of closure/post-closure funding.

The Consultant may be required to evaluate and provide recommendations on the current closure/post-closure funding system. Additionally, the Consultant may be required to provide all necessary supporting documentation, to enable the District to evaluate and/or obtain an alternative funding mechanism for closure/post-closure.

As portions of the landfill reach final grade, the Consultant will prepare all necessary design and construction documents, including: design plans, specifications, bid documents, an engineer's cost estimate and quality assurance/quality control support.

CONSTRUCTION ENGINEERING, MANAGEMENT AND QUALITY ASSURANCE (CQA)

The Consultant shall provide Construction Engineering, Management and Construction Quality Assurance (CQA) for all landfill projects, including waste containment projects (e.g., liners, leachate collection and removal systems and final cover) and container site improvements.

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The purpose of requiring CQA is to ensure that the completed structure(s) is/are constructed in a manner that will conform to the designed and intended purpose, and will meet all contractual and regulatory requirements.

CQA responsibilities may include, at a minimum, the following:

- Soils
- Geomembranes
- Geotextiles
- Geocomposites
- Pipe and Fittings and
- Geosynthetic Clay Liner

The Consultant will affirm, through appropriate inspection, review, testing and documentation, that all components and processes meet the minimum design criteria. This will include work performed by the Contractor, Geosynthetics manufacturer and the Geosynthetics installer.

As part of the design for any waste containment structure at the landfill, the Consultant shall prepare, and submit with the design, a CQA plan. The plan shall set forth all required testing standards, procedures, frequency, and documentation necessary to ensure design and regulatory compliance.

The Consultant shall be responsible to provide all documentation, necessary to satisfy regulatory CQA requirements for subtitle D, to the MDEQ immediately proceeding the conclusion of construction activities

WASTE DIVERSION ACTIVITIES

At this time, the District is under no mandatory diversion requirement. All programs currently in-place at the landfill have been initiated voluntarily. Currently the district performs some level of diversion of:

- green waste;
- wood waste and;
- metals and appliances

At the landfill and container sites, the District also provides customers with the opportunity for small-scale, voluntary recycling of other materials.

The Consultant may be required to assist the District in planning, designing and implementing additional waste diversion activities. These may include a more aggressive attempt to sort, process and divert various materials. Specific examples may include:

- Design and construction of an on-site recycling facility
- Expansion of voluntary recycling options at the District's container sites
- Expansion of the green/wood waste diversion system to include:
 - Burning
 - Grinding;
 - Screening;
 - Composting and;

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- Construction/Demolition

The Consultant may also be required to assist the District in developing a County-wide diversion plan which would include feasibility, cost-benefit analysis, and marketing strategies.

In support of this effort, the Consultant may also be required to plan and conduct one or more waste-stream characterization studies.

SCHEDULES

Within seven (7) calendar days after execution of the contract by the District, the Consultant shall initiate work on the contract. The Consultant also shall comply with all schedule requirements as specified in the applicable regulations.

The Consultant shall prepare regular typical schedules for the activities and milestones necessary to complete the various sampling and reporting events in the different programs. The District will review and make the necessary changes to the schedules in order to make timely submittals, reviews and approvals of the different activities. The Consultant shall revise the schedules to incorporate the changes/additions made by the District. All schedules shall be prepared using Microsoft Project as an application in Windows. The Schedules shall be submitted to the District on Compact Disc (CD) or thumb drive and as hard copies.

When preparing the schedules, the Consultant shall adhere to the objective that 1st Draft of monitoring reports for the landfill shall be ready for submittal to the regulatory agencies (accepted by the District) within the time periods specified by the applicable regulations and local agency requirements.

The Consultant shall update the schedules as necessary throughout the duration of the contract. Updates of these schedules will be used to gauge progress and measure performance.

DELIVERABLES

The Consultant shall prepare semiannual reports for the Flathead Landfill as specified in the regulations or agency requirements. One of the reports shall also be an annual report. Reports prepared shall include all the information specified in the regulations and the agency requirements.

If it is determined that Corrective Action is required at the site, the Consultant, shall prepare all reports as specified under the applicable regulations for these programs.

The following activities are required to accomplish the work under this section:

- The Consultant shall submit to the District four (4) copies of the draft reports for review.
- The District will review the draft and meet with or contact the Consultant to discuss changes/additions to the report.

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- The Consultant shall incorporate any revisions in the reports as required by the District and/or the applicable regulations.
- The Consultant shall submit four (4) copies of the final report to the District.
- The District will submit the final report to the regulatory agencies for approval.
- The Consultant shall make any necessary revisions as required by the regulatory agency in order for the District to obtain the approval of the report.
- Additionally, the Consultant shall submit the approved versions of the monitoring report on CD or thumb drive using Microsoft Word. Data shall be maintained in a computer database that is compatible with District software and can be used by the District to manage and perform additional data evaluation. Any approved maps shall be submitted as *.PDF files on standard size Mylar's and in the most recent version of AutoCAD. All monitoring reports shall be signed by a registered engineer.

GENERAL CONSULTANT REQUIREMENTS

The Consultant shall:

- Submit all reports, calculations and specifications on 8 ½" x 11" and in the specified numbers. Reports also shall be submitted on CD or thumb drive in Microsoft Word format.
- Meet with the District at different stages of the work and as requested by the District.
- Update the project schedules and submit hard copies as well as a copy on a CD or thumb drive as requested by the District. The schedule shall be prepared using Microsoft Project software (or similar program approved by the District) to be used as an application in Windows.
- Submit to the District all documentation on which reports, conclusions and recommendations are based.
- Meet with regulatory agencies to discuss any aspect of the work in order to ensure compliance with all applicable regulations and requirements and to update agencies on site conditions. Meeting frequency shall be assumed to be a minimum of semiannual.
- Maintain and make available for auditing by State or Federal representatives. All books, reports, cost proposals and any other pertinent documents shall be maintained for the duration of the contract and for four (4) years after the final payment under the contract.

DISTRICT SUPPLIED DATA AND MATERIALS

The District will provide the Consultant with and/or make available the following information:

- Topographic map of the site.
- Copies of historic and current groundwater monitoring reports.
- Copies of applicable orders for the site.
- Copies of other pertinent information, as determined by the Consultant and District and readily available on file.
- Keys to the site.

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STATEMENT OF QUALIFICATIONS CONTENT AND FORMAT

Statement of qualifications shall demonstrate that the firm has the professional capability and availability to satisfactorily complete all the tasks as described in the Scope of Work section of this RFQ in a timely manner.

PROPOSAL CONTENT

Proposals should include written descriptions of how your firm will address each topic in the following list. Along with each description, the proposal should include references to similar work performed.

- 1) Subtitle D Landfill Rule Compliance Assurance.
- 2) Permitting
- 3) Strategic Planning
- 4) Site Development Planning
- 5) Fill sequence planning
- 6) Environmental Monitoring
- 7) Routine, Non Routine and Special Projects
- 8) Groundwater Monitoring and Statistics
- 9) Gas collection system design and management
- 10) Alternative final cap design, permitting
- 11) Closure and post closure care
- 12) Construction Engineering, Construction Quality Assurance (CQA)
- 13) Waste Diversion Activities

ADDITIONAL INFORMATION

In addition to the above requirements, the Consultant shall describe the following:

- Experience with projects of similar size and scope. Emphasis shall be given to projects located within Flathead County and/or within similar geologic environments and climate conditions.
- Specific experience with landfill groundwater problems and methods implemented to resolve those problems. (i.e., investigation, evaluation, mitigation, public/media relations).
- Experience with projects, which have been under litigation and/or have received public/media attention.
- Recommendations for any changes to improve the program or reduce program costs and experience with improvements to other programs.
- Identification of project team and primary contacts and their respective experience.
- Identification of team members who would be used to represent the District at public forums and/or litigation.

ORGANIZATION OF PROPOSALS

Proposals shall be limited to a maximum of 25 pages in an 8.5" x 11" bound format. Samples, literature, resumes, references and other material may be submitted as appendices but must be in a separately

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bound volume. Consultants are cautioned that evaluations will be made on the basis of the technical proposals themselves and that the District is under no obligation to consider any materials beyond the 25-page limit of the technical proposal.

Proposals shall contain a complete table of contents, showing page numbers. All pages in the package shall be numbered consecutively. Responses and/or recommendations shall be concise and to the point, with references to supporting technical material where applicable. Additional information may be requested later in the process.

The proposal should be sufficient to enable the selection committee to make a thorough evaluation of the offer to determine whether the proposal meets the District requirements. The proposal must be sufficiently specific to show how the Consultant proposes to complete task requirements and provide a general description of work products. Incomplete applications will not be considered. All proposals must include the following in the order listed to be considered complete.

COVER LETTER

Each Proposal shall include a letter of introduction which sets forth the Consultant's name, address, date of submittal, description of the Consultant (individual, public ownership, corporation, etc.) and a brief description of the proposal.

TABLE OF CONTENTS

All proposals shall include a table of contents.

UNDERSTANDING OF THE OBJECTIVE

The Consultant shall state its understanding of the requirements to be accomplished in the "Scope of Work." State specific experience, capabilities and approach to pursue that effort in each task area. The Consultant must demonstrate in the proposal a clear understanding of the nature and scope of the work to be performed under the proposed contract and its relation to the District's goals and objectives. It is imperative that the District meets the requirements set forth by the various regulatory agencies. Therefore, the Consultant must demonstrate that it can meet or exceed these requirements on the District's behalf.

PROPOSAL

The proposal should enable the District Review Committee to make a thorough evaluation of the offer to determine that the proposal meets the District's requirements. The proposal must be sufficiently specific to show how the Consultant proposes to complete task requirements and provide a general description of work products for each item listed in the Proposal Content section (1-13) listed above. The proposal should demonstrate that the Consultant has a thorough understanding of District requirements and the knowledge, background and capabilities to meet those requirements. Although all elements of the technical factors cannot be detailed in advance, the proposal must be sufficiently specific to show how the Consultant proposes to meet the requirements of this solicitation and to complete the task requirements. This entails a full explanation of the techniques, disciplines and procedures proposed. Statements to the effect the

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Consultant understands, can or will comply with the specifications and statement paraphrasing the specifications or parts thereof are considered inadequate. Similarly, phrases such as “standard procedures will be employed” or “well-known techniques will be used” are considered inadequate. Any previously submitted data will not be considered in the proposal evaluation and therefore should not be relied upon or referenced in the technical proposal.

EXPERIENCE AND EXPERTISE OF THE CONSULTANT

The Consultant must demonstrate through corporate and/or personal experience, a broad knowledge and technical expertise in the areas described in the Scope of Work section of this RFQ.

The Consultant shall submit a detailed plan demonstrating that it has the organizational structure necessary to assure the District that all aspects of the Scope of Work will be accomplished in a timely and professional manner.

PERSONNEL QUALIFICATIONS

The Consultant shall provide the resumes of all of the technical managerial personnel who will be assigned to the project in the event of award, including a description of their anticipated roles in the project. All resumes must clearly indicate skills commensurate with the technical and professional requirements of the RFQ. Information on related experience, education and knowledge should include a delineation of work on specific projects, which relate to the District’s requirements.

If resumes are submitted on personnel not currently employed by the Consultant, a statement signed by that individual named, indicating a willingness to accept employment if a contract is awarded shall be included in the Consultant’s proposal.

A list of sub-consultants, if any, their specific responsibilities, qualifications, task, schedule, etc. must be described in this section. The District intends to deal with sub-consultants only through the prime Consultant, who will be considered responsible to the District for meeting all contracted requirements.

PROJECTS OF SIMILAR SIZE AND SCOPE

Consultants shall submit a description of their capabilities in the technical areas as described in the Scope of Work during the previous three (3) year period. This experience shall be evidenced by providing a list of contracts for similar services completed or in progress, the duration of the contract for service, the dollar value of the contract, and a brief synopsis of each contract.

REFERENCES

Consultants shall submit titles, names, addresses, area codes and telephone numbers of at least three (3) references for contracts similar in size and scope as the solicited effort. References for the contracts listed shall be included. Identify the project manager, technical personnel and duties of each person the Consultant assigned to each of the referenced contracts. These references may be contacted to verify a firm’s ability to perform the contract. The County

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reserves the right to use any information or additional references deemed necessary to establish the ability of the firm to perform the contract. Negative references may be grounds for disqualification.

ADDITIONAL SUBMITTAL REQUIREMENTS

SUBMITAL DUE DATE AND LOCATION - All proposals must be delivered to the Flathead County Solid Waste Office, 4098 US Highway 93 North, Kalispell, MT 59901 by 8:30 am, September 24, 2020. **No late, faxed, or email submittals will be accepted.**

LATE PROPOSALS - Any proposal received at the office designated in the solicitation after the exact time specified for receipt will not be considered.

NUMBER OF PROPOSALS - Consultants are required to submit an original and three (3) copies of the bound technical proposals as well as one (1) electronic copy on a disk or USB.

COST DATA – No cost data is to be included in the proposal submitted. The District may declare a proposal non-responsive if cost data is included.

SIGNATURE - All proposals must include the RFQ cover page, signed with the Consultant name and by an authorized officer or employee of the Consultant. Obligations committed to by such signatures must be fulfilled by the Consultant.

TIME OF PERFORMANCE - This contract will have a term of 5 years beginning in January, 2021.

SITE VISIT- A non-mandatory site visit is scheduled for all firms who wish to submit proposals. The site visit shall be on Thursday, September 3, 2020 at 10 a.m. at the Flathead County Landfill Office located at the address above.

RFQ QUESTIONS - Any questions regarding this RFQ or any ambiguity, omission or error discovered should be noted and submitted via e-mail or in writing to the SPOC on or before **5:00 pm, September 14, 2020**. A response addendum listing all questions received and Flathead County's responses will be posted by **5:00 pm, September 16, 2020** on the Flathead County webpage at <http://flathead.mt.gov/commissioner/>. If a party is interested in the questions received and the responses provided by Flathead County, it is the responsibility of each firm or individual to check the County's website.

GENERAL - The RFQ and Consultant's response(s) do not commit the District to award nor do they commit the District to pay any cost incurred in the submission of response, bids, proposals or offers, in making

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necessary studies of designs for the preparation thereof, or procure or contract for services and/or supplies. Firms are solely responsible for all costs incurred in the preparation and submittal of the RFQ. Further, no reimbursable cost may be incurred in anticipation of award.

PROPRIETARY INFORMATION - Proposals become the property of the Flathead County Solid Waste District. Subject to exceptions provided by Montana law, all information received in response to this RFQ, including copyrighted material, is public information. Qualifications will be made available for public viewing shortly after the due date and time. The exceptions to this requirement are (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, Title 30, Chapter 14, Part 4, MCA, that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the County; (3) other constitutional protections. The County will provide a hard copy of the RFQ responses for interested parties to review during regular business hours at the Solid Waste Office, 4098 US Highway 93 North, Kalispell, MT. If interested parties would like a copy of a RFQ, one will be provided on a disk for a charge of \$1.00 per disk copy. If any proprietary information is contained in or attached to the written proposal, it must be clearly identified.

UNNECESSARILY ELABORATE PROPOSALS BY CONSULTANTS - Unnecessary elaborate brochures or presentations beyond those sufficient to present a complete and responsive proposal are not desired and may be construed as an indication of the Consultant's lack of cost consciousness as well as a disregard of the District's review time. Elaborate artwork and expensive paper and bindings, expensive visual or other presentations are neither necessary nor desired.

MODIFICATIONS - Any modification of a proposal, except a modification resulting from the Districts review board's request for a "best and final" offer, is subject to the same conditions as stated in the above of this provision.

WITHDRAWALS - Proposals may be withdrawn by written notice, received at any time prior to or opening award. Proposals may be withdrawn in person by a Consultant or authorized representative, provided that the identity of the person is made known and that the person signs a receipt for the proposal prior to award.

NON-CONFORMING PROPOSALS - Any proposal which does not comply with the requirements of this RFQ may be considered non-conforming and ineligible for consideration. Failure to comply with technical requirements, failure to submit required certifications and failure to acknowledge receipt of amendments (if any) are common causes for holding proposals to be non-conforming.

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KNOWLEDGE OF PROPOSAL CONDITIONS - Before submitting a proposal, Consultants shall carefully read all sections of this RFQ, including forms, schedules and figures and shall fully inform themselves as to the existing conditions and limitations, which might impact their ability to perform.

EVALUATION CRITERIA

The contract will be awarded to the responsible, responsive Consultant whose offer conforms to the solicitation and which will be, in the opinion of the District, the most advantageous to and in the best interest of the District, cost and other factors considered.

The factors listed below shall be considered in the evaluation of the Consultant's proposal. The proposal shall give clear, concise information in sufficient detail to allow evaluation based on these factors. Although some of the factors listed below will be weighted more heavily than others, all factors are considered necessary for evaluation of technical acceptability and competence. A Consultant must, therefore, be technically acceptable in all areas to be eligible for an award of a contract. The degree of its importance will increase in proportion to the degree of equality between competing proposals in relation to other factors on which selection is to be based. Based upon initial evaluation, Consultants considered technically acceptable may be invited to make an oral presentation to the District prior to selection of a Consultant for award.

UNDERSTANDING OF THE SCOPE OF WORK (15 points)

Consultants shall present a detailed and specific technical proposal based on the Scope of Work so that the District's review committee may thoroughly evaluate the proposal.

SPECIALIZED EXPERIENCE AND TECHNICAL COMPETENCE (30 points)

The Consultant shall demonstrate recent experience with projects of similar size, scope, and complexity. Therefore, it is of importance that the Consultant detail all experience that specifically applies to this Scope of Work. The breadth and depth of the Consultant's experience in the performance of comparable projects will be evaluated.

QUALIFICATIONS (20 points)

The education and experience of the Consultant, both managerial and technical, will be a factor in evaluating the qualifications of the Consultant.

ORGANIZATIONAL STRUCTURE (20 points)

Consultants must have sufficient staff and resources dedicated to this project to accomplish the work in a timely, professional manner at a level of quality satisfactory to the District. Consultants should provide information that enables the District to evaluate the Consultant's ability to

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complete the work offered as well as other projects the Consultant may have already under contract.

LOCATION (5 points)

The location of the office(s) for which the Consultant is to perform work for the District must be provided to the District.

REFERENCES FROM PREVIOUS WORK (5 points)

References and previous performances of the Consultant, both managerial and technical, will be a factor in evaluating the ability of the Consultant.

RECENT AND CURRENT WORK FOR THE DISTRICT (5 points)

A complete list of any recent or current work which was completed or is being completed for the District must be provided.

INTERVIEWS

The District reserves the right to interview any or all of the Consultants offering a proposal in order to assist in the evaluation process.

SELECTION PROCESS

Upon receipt of responses, selection committee members will evaluate all proposals and assign scores based on the stated evaluation criteria. The District reserves the right to interview any or all of the Consultants offering a proposal in order to assist in the evaluation process. Flathead County may negotiate with the highest-ranked firm. If interviews are conducted, finalists are encouraged to bring examples of related work and any other pertinent past project information. If an agreement cannot be reached with the highest-ranked firm, negotiations will be terminated. Negotiations will be initiated with the other firms in order of ranking until an acceptable agreement is concluded or the County terminates the process and re-advertises. Unsuccessful firms will be notified as soon as possible.

This solicitation is being offered in accordance with state statutes governing procurement of professional services. Accordingly, the County reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed as well as the right to reject any and all responses.

The RFQ is for engineering services for the Flathead County Landfill and no further work is implied or guaranteed. Flathead County reserves the right to increase the scope of work with the selected firm as long as the increase is within the firm's ability. Payment and contract terms will be negotiated with the selected firm. Firms interested in contracting with Flathead County are minimally required to provide independent contractors insurance showing at least \$1,000,000 worth of business liability insurance, \$1,000,000 worth of auto coverage, and proof of work compensation coverage (or an independent contractor's exemption certificate).

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In no event shall any official, officer, employee, or agent of Flathead County be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, not for any statement, representation, or warranty made therein or in any connection with the agreement.

While Flathead County intends to award a contract resulting from this RFQ, issuance of the RFQ in no way constitutes a commitment by the County to award and execute a contract. Upon a determination that such actions would be in its best interest, the County, in its sole discretion, reserves the right to:

- Cancel or terminate this RFQ;
- Reject any or all qualifications received in response to this RFQ;
- Determine at any time whether the submittal is unresponsive in any manner;
- Waive any informalities or irregularities in the response,
- If awarded, terminate any contract if the County determines adequate funds are not available.

Flathead County is an Equal Opportunity Employer.

